

TA55/CMR Nuclear Material Workers Retention Incentive Program

Frequently Asked Questions

June 13, 2002

Q1. What is the Retention Incentive for Nuclear Material Workers?

- A. The Retention Incentive is a non-base-building monetary incentive afforded to UC nuclear material workers at TA-55 and/or CMR who meet specific eligibility requirements. The incentive is intended to retain skills critical to meeting the programmatic needs of the Laboratory.

Q2. Who is eligible to receive the Retention Incentive?

- A. The incentive will be afforded to qualified UC nuclear material workers at TA-55 and/or CMR who:
- are Q cleared and PSAP certified;
 - have Radiological Worker II qualification and unescorted access to radiological-controlled work areas;
 - have a work assignment that requires access to a TA-55 and/or CMR radiological-controlled area;
 - have one full year of service on the job after meeting all of the above requirements; and
 - are performing the job satisfactorily with no disciplinary issues.

Q3. Are Managers eligible to receive the Retention Incentive?

- A. Managers, (Deputy Group Leaders and above), are ineligible to receive the Retention Incentive.

Q4. Are Students eligible to receive the Retention Incentive?

- A. UC students (UGS, GRA, and Post Doc) are included when they meet all eligibility requirements.

Q5. Are Laboratory Associates eligible to receive the Retention Incentive?

- A. Laboratory Associates are rehired to transfer knowledge and expertise to non-retiring employees or to complete short-term Laboratory work that was in progress at the

time of retirement. Eligibility for these employees will be determined by management on a case-by-case basis.

Q6. If an employee worked as a contractor assigned to TA-55 and/or CMR, and is hired as a UC employee to work at the same facility, will time as a contractor count towards eligibility?

- A. No. Eligibility is based on time served as a UC employee.

Q7. How much will an eligible employee receive as a Retention Incentive?

- A. The amount an employee will receive is based on years of qualified experience as follows:
- after the first year of eligibility, the employee will receive \$200/month;
 - after the second year of eligibility, the employee will receive \$400/month; and
 - after the third year of eligibility and beyond, the employee will receive \$500/month.

Q8. When can an “eligible” employee begin receiving the Retention Incentive?

- A. Incentive pay will begin the first Monday after the employee becomes eligible.

Q9. What is the impact on establishing eligibility when an employee takes a leave of absence for reasons such as FMLA, extended sick leave, personal leave, change of station, etc.?

- A. Absences greater than 30 calendar days do not count toward establishing eligibility.

Q10. Can an employee grieve management’s decision to preclude participation in the Retention Incentive or for removing the employee from the program?

- A. Yes. Management actions that adversely affect an employee’s terms or conditions of employment or that are alleged to violate a

TA55/CMR Nuclear Material Workers Retention Incentive Program

Frequently Asked Questions

June 13, 2002

Laboratory policy may be reviewable under AM 111, Complaint Resolution policy.

Q11. Is the Retention Incentive applicable to NMT employees only?

- A. No, the Retention Incentive was established for eligible UC nuclear workers performing work at TA-55 and/or CMR. The program can include employees from other organizations such as ESA, MST, C, and HSR.

Q12. How is eligibility determined for non-NMT employees?

- A. Eligibility for non-NMT employees will be determined by NMT management and the management of the sponsored employee.

Q13. What if an employee forgets to renew a Radiological Worker II qualification?

- A. Failure to remain current on training and satisfy all of the eligibility requirements will result in withdrawal of the Retention Incentive until eligibility is re-established.

Q14. What does it mean to have “Satisfactory Performance”?

- A. An employee must demonstrate fully satisfactory performance in all areas required of the job. Satisfactory performance will be determined by the employee’s supervisor.

Q15. What constitutes “disciplinary action”?

- A. Employees receiving disciplinary action of a written reprimand or greater can be ineligible to receive the Retention Incentive for up to two years from receipt of the disciplinary action.

Q16. If an employee participating in the Retention Incentive Program takes an approved extended leave, will the employee receive the same incentive pay rate when he/she returns?

- A. Upon return, the employee’s management will review his/her eligibility to determine whether or not the employee still meets all of the requirements to resume at the incentive rate received prior to beginning the leave.

Q17. What happens to the dollar amount of an employee’s incentive if he/she accepts a job in another group or division?

- A. When an employee accepts a job in another organization, NMT management will reassess eligibility and reset the eligibility date unless the NMT Division Leader approves an exception.

Q18. Will the Retention Incentive affect my retirement benefits?

- A. No. The Retention Incentive is non-base-building and is not considered in calculating the retirement benefit.

Q19. Is there an end date for the Retention Incentive initiative?

- A. The success of the Retention Incentive will be reviewed by Laboratory senior management three years from its implementation date.